

**AGREEMENT BY AND BETWEEN THE**

**COMMUNICATIONS WORKERS**

**OF AMERICA  
(AFL/CIO)**

**CLERICAL AND TECHNICAL EMPLOYEES**

**AND THE**

**CITY OF COUNCIL BLUFFS**

**July 1, 2015 through June 30, 2018**

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## ARTICLE 1

### **AGREEMENT**

This Agreement entered into by the City of Council Bluffs, Iowa, hereinafter referred to as the Employer, and the Communications Workers of America, hereinafter referred to as the Union, has as its purpose, the promotion of harmonious relations between the Employer and its employees, assuring continuity of services, high productivity, and exemplary employee conduct, the establishment of an equitable and peaceful procedure for the resolution of differences; the establishment of rates of pay, hours of work, and conditions of employment as specified in Chapter 20 of the Code of Iowa.

## ARTICLE 2

### **RECOGNITION**

The employer recognizes the Communications Workers of America, as certified by the Iowa Public Employment Relations Board, as the exclusive bargaining representative for those employees herein specified.

**Included:** All job titles listed in Appendix "A"

Police Department: Civilian Personnel

Fire Department: Civilian Personnel

Public Works: Sewer Division, Street and Alley Division, Treatment Plant Division, Equipment Maintenance Division, Engineering Division, and Administration Division

Parks, Recreation and Public Property Department

General Government: Health Department, City Clerk Department, Finance Department, Legal Department, and Planning and Community Development Department

**Excluded:** All supervisory, confidential secretaries, etc., excluded by Section 4 of the act. All non-union sworn personnel/police and fire department.

## ARTICLE 3

### **EXCLUSIVENESS OF AGREEMENT**

This agreement shall contain all of the covenants, stipulations, and provisions. Neither party shall be compelled to bargain with the other concerning any mandatory bargaining issue whether specifically bargained about prior to the execution of this Agreement or which may have been omitted in the bargaining which led up to the execution of this Agreement, except by mutual agreement of the parties.

The parties to this Agreement jointly and separately agree that this Agreement embodies all applicable provisions relating to employees covered. Only those provisions or procedures relative to wages, hours, or other working condition which are included as contract items shall be valid and have effect.

## ARTICLE 4

### **CHECK-OFF**

#### **Section 1.**

The City shall deduct regular monthly dues from the pay of each employee covered by the Agreement provided that at the time of such deduction there is in the possession of the City a current unrevoked written assignment, executed by the employee, in the form and according to the terms of the authorization form. Such authorization may be revoked by the employee at any time by giving written notice thereof to the City.

#### **Section 2.**

Previously signed and unrevoked written authorizations shall continue to be effective as to employees reinstated following lay-off, leave of absence, or suspension not exceeding sixty (60) days; previous authorizations of other employees rehired or reinstated shall not be considered to be effective.

#### **Section 3.**

Such authorized deductions shall be made from each payroll period, not to exceed twenty-four (24) payroll periods of a calendar year, of each calendar month and will within ten (10) days, after the second pay day of the month, be remitted to the duly designated union official. The Union shall advise the City in writing of the name of such official.

#### **Section 4.**

If an employee has no pay coming for the second payroll period of the calendar month, or if such pay period is the first pay period of a new employee, or if the employee has signed an authorization form during such pay period of the subsequent month, such deductions shall be limited to the amount of the current regular monthly union dues, and shall not include dues for the prior months or any portion thereof.

#### **Section 5.**

If the City receives an employee revocation of authorization on or before the eighth day of the first payroll period of the calendar month, no deductions will be made from that payroll or subsequent payroll periods. If such revocation is received after the eighth day of the first payroll period, a deduction will be made from such payroll but shall not be made from subsequent payroll periods.

#### **Section 6.**

The City shall deduct two (2) hours pay per month from each employee's pay check that has completed, signed and returned to the City the appropriate dues authorization form. If, subsequently, the union requests the City to deduct additional monthly union dues, such request shall be effective only upon written assurance by the Union to the City that amounts are regular monthly Union dues duly approved in accordance with the Union constitution and by-laws.

#### **Section 7.**

The City shall not be liable for the remittance of payment of any sums other than those constituting actual deductions made; and if for any reason it fails to make a deduction for any employee as above provided, it shall make that deduction from the employee's next pay period in which union dues are normally deducted after written notification to the City of the error. If the City makes an overpayment to the Union, the City will deduct that amount from the next remittance to the Union. The Union agrees to indemnify and hold the City harmless against any and all claims, suits, orders or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.

## ARTICLE 5

### **MANAGEMENT RIGHTS**

The Union recognizes that except as specifically limited or allocated by the terms and provisions of this Agreement, that the Employer has the responsibility and authority to manage and direct in behalf of the public, all operations and activities of the City to the full extent authorized by law.

## ARTICLE 6

### **NON-DISCRIMINATION**

#### **Section 1.**

The Employer will not interfere with or discriminate in respect to any term or condition of employment against any employee covered by the agreement because of membership in, or legitimate activity as required by this agreement on behalf of the members of this bargaining unit.

#### **Section 2.**

The union recognizes its responsibility as the exclusive bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

#### **Section 3.**

The parties recognize that local, state and federal law prohibits employment discrimination on the basis of age, sex, marital status, race, color, creed, national origin, or political affiliation. The use of the masculine gender in language within this Agreement shall be construed as including both genders.

## ARTICLE 7

### **EMPLOYMENT STATUS**

#### **Section 1. Definitions**

- A. Regular Full-Time Employee: An employee engaged for full-time work, who has a normal work schedule of at least forty (40) hours and the duration of the assignment is of a continuing nature with no time limits.
- B. Regular Part-Time Employee: An employee engaged for part-time work, who has a normal work schedule of less than forty (40) hours and the duration of the assignment is of a continuing nature with no time limits.
- C. Temporary Employee: An employee who is hired into a position where the duration of the position shall not exceed twelve (12) consecutive calendar months.

#### **Section 2.**

Regular full-time employees shall be eligible for full benefits as provided in this contract. Regular part-time employees shall only be eligible as expressly specified in this contract.

In March and September of each year the Finance Department will calculate the average hours actually worked by each regular part-time employee whose vacation and sick leave benefits are prorated based on their regularly scheduled work hours. Hours of paid leave shall be included in the calculation of average hours actually worked. If such employee is found to have worked 4 or more hours per week than their established regular work schedule, an adjustment will be made to their sick and vacation accruals to compensate them for working at the higher level.

Temporary employees shall not be eligible for any benefits during the first six (6) months of continuous employment. However, should the employer choose to retain the employee for more than six months, the employee shall be eligible for all benefits given to regular employees under this contract with the exception that such employee shall not be eligible for sick leave, or health, dental, and life insurance benefits until twelve (12) months continuous employment is obtained.

## ARTICLE 8

### **WAGES**

#### **Section 1. General Increase**

Across the board increases shall be granted during the term of this contract as shown in the table below:

Effective Date	7-1-15	7-1-16	7-1-17
Increase	2.5%	2.0%	2.0%
Appendix	B	C	D

#### **Section 2. Pay Progression**

The length of service required in each step of the pay plan shall be 1 year until the maximum or top pay is reached.

#### **Section 3. Position Reclassification to a New Pay Grade**

When a position is assigned to a higher pay grade the salary of the employee shall be set as follows:

1. If the employee's salary in their current grade is less than the beginning rate of the higher grade, their salary shall be set at the beginning rate of the higher grade.
2. If the employee's salary in their current grade falls within the range of the higher grade, their salary shall be set at the step that is the same rate, or, if this is not possible, the closest rate that is above their current pay if no step on the new grade is equal to the employee's current step.
3. The employee's normal eligibility for a step increase shall remain unchanged, unless the reclassification results in the employee receiving at least a one-step increase. If the reclassification results in a one-step increase or more, the employee will be required to meet the one year service requirement of the new step.



## ARTICLE 9

### **LONGEVITY PAY**

Regular full-time employees shall be eligible for longevity pay based on total years of continuous service with the City according to the schedule below. Payment to regular part-time employees shall be pro-rated based on the ratio of the number of regularly scheduled work hours of the employee to full-time.

<u>Service Requirement</u>	<u>Bi-weekly Amount</u>
At five (5) years service	\$ 9.23
At ten (10) years service	\$18.46
At fourteen (14) years service	\$25.39
At eighteen (18) years service	\$30.00
At twenty-two (22) years service	\$34.62
At twenty-six (26) years service	\$39.24

## ARTICLE 10

### **HOURS OF WORK**

#### **Section 1. Purpose**

This article is intended only to define the normal hours of work and to provide the basis for calculation of overtime pay. Nothing herein shall be construed as a guarantee of hours of work per day or of work per week.

#### **Section 2. Regular Hours**

The regular hours of work each day shall be consecutive except that they may be interrupted by a lunch period not to exceed one (1) hour.

#### **Section 3. Work Week**

The normal work week shall consist of five (5) consecutive eight (8) hour days, or four days of ten (10) hours each with at least 2 of the employee's days off being consecutive. Employees will only be scheduled ten (10) hour days by mutual consent between the employee and the employer.

#### **Section 4. Schedule Changes**

Except for emergencies, employees' work schedules shall not be changed without notice to the employee at least five (5) working days prior to the date the change is to be effective.

## **Section 5. Work Schedule Posting**

Work schedules for divisions in which:

- A. All the employees are not scheduled the same hours Monday through Friday; and
- B. Some of the employees are scheduled work days other than Monday through Friday.

shall be prepared and posted by the employer designating the days and hours of work of each employee. Such schedules shall be posted five (5) working days in advance of their effective date.

## **Section 6. Preferred Shift**

Employees shall be eligible to bid for a preferred shift and for days off on the basis of classification seniority no more than once every twelve (12) months unless mutually agreed by the employer and employee. When a vacancy exists or a new schedule is instituted an employee may request a preferred shift of days off based on classification seniority.

## **Section 7. Meal Periods**

- A. Employees shall be granted an unpaid meal period of not less than thirty (30) minutes. The meal period shall not exceed one (1) hour, and shall generally be scheduled in the middle of the shift. The meal period for civilian employees in the Police Department shall be part of the work shift.
- B. Whenever possible, the employee shall be granted an additional meal period when the employee is required to (and does) work two (2) hours beyond the end of the regular work shift. The employee will be granted additional meal periods every four (4) hours thereafter while the employee continues to work.
- C. An employees shall be paid \$7.00 for each meal period to which he is entitled after the completion of his regular shift. The meal period is not to be credited as time worked nor is it a part of the work shift.

## **Section 8. Rest Periods**

All employees shall be granted a fifteen (15) minute rest period during each regular half shift. Whenever possible, the rest period shall be scheduled at the middle of each regular half shift. Employees required to work beyond their regular quitting time into the next regular shift shall be granted the regular rest period that occurs during that shift. Rest breaks cannot be accumulated or carried over for use at another time.

## ARTICLE 11

### **OVERTIME**

#### **Section 1. Definition**

Overtime is all time properly authorized and worked by an employee in units of one-fourth (1/4) hour or more which is in excess of the regularly scheduled hours of work. Except in an emergency, no employee shall be required to work more than sixteen (16) hours in a twenty-four (24) hour period. For regular part-time and temporary employees overtime is all time properly authorized and worked beyond forty (40) hours in a work week.

#### **Section 2. Compensation**

Overtime work shall be compensated for as follows:

- A. Pay for overtime work shall be at time and one-half (1 ½) the employee's regular hourly rate of pay in effect when the work is performed.
- B. At the employer's discretion, if requested by the employee compensating time off at the rate of one and one-half (1 ½) hours of time off for each hour of overtime worked may be given in lieu of overtime pay as provided for above. No more than one hundred twenty (120) hours may be accumulated at any time.

The regular hourly rate of pay for the purpose of overtime calculation shall include all forms of compensation included under the Fair Labor Standards Act.

#### **Section 3. Distribution**

Overtime opportunities will be distributed as equally as practical among employees in the same job classification, department and shift.

If upon the complaint of an employee it is determined that there has been a miss-assignment or an error in the distribution of overtime opportunities, such employee shall be assigned the next overtime opportunity in his/her classification, department and shift. It is understood that nothing in this article shall require payment for overtime hours not worked.

#### **Section 4. Computation of Hours**

If a holiday or period of authorized paid leave occurs during a work week, such time shall be counted as hours worked in determining whether an employee has worked overtime.

#### **Section 5. Overtime Lists**

A list of overtime hours worked by division employees shall be provided upon request.

## ARTICLE 12

### **SHIFT DIFFERENTIAL**

A shift differential of twenty cents (.20) per hour will be paid for all hours scheduled (including funeral leave, holidays, vacations, and compensatory time) by an employee when a majority of the employee's regularly scheduled shift hours are before 7:00 a.m. or after 3:00 p.m.

Effective 7-1-16, shift differential of fifty cents (.50) per hour will be paid for all hours scheduled (including funeral leave, holidays, vacations, and compensatory time) by an employee when a majority of the employee's regularly scheduled shift hours are before 7:00 a.m. or after 3:00 p.m.

Shift differential shall not be paid for work performed as overtime work or for hours in which compensation is provided in Article XIV, Minimum Time Pay Allowances.

Regular part-time employees shall be eligible for this benefit.

## ARTICLE 13

### **ACTING PAY**

#### **Section 1. Vacancies in Higher Pay Grade**

Any person temporarily appointed to fill a vacancy in a position at a higher employee pay grade will be paid at the pay grade for which the higher level position is assigned at the employee's current step beginning the first day of such work assignment.

#### **Section 2. Vacancies in Supervisory Positions**

Any employee temporarily appointed to a supervisory position excluded from the bargaining unit, shall be paid the lesser of (1) four dollars (\$4.00) per hour or (2) the hourly wage of the supervisor being replaced for each hour worked, provided the employee works at least four hours in the higher classification. Payment shall not be made for temporary appointments of less than four (4) hours.

Said duties may or may not include responsibility for supervising other employees, but may only include making decisions and doing paper work normally done by their supervisor.

## ARTICLE 14

### **MINIMUM TIME PAY ALLOWANCES**

#### **Section 1. Reporting Time**

A regular full time employee who is scheduled to report for work or who is called to work outside the employee's regularly scheduled work shift, shall be guaranteed two and one-half (2 ½) hours pay at the overtime rate unless the time actually worked is contiguous to the employee's regular shift.

A regular part-time employee who is scheduled to report for work or who is called to work outside the employee's regularly scheduled work shift, shall be guaranteed two and one-half (2 ½) hours pay at the straight time rate unless the time actually worked is contiguous to the employee's regular shift. However, if the employee has already worked eight (8) hours during the work day, or 40 hours during the work week, the employee's call back pay shall be paid at the overtime rate.

There shall be no pyramiding of pay under this provision.

#### **Section 2. Stand-by**

Employees shall be paid a minimum of three (3) hours at their regular rate of pay, in addition to any other compensation, if required to be on stand-by for a forty-eight (48) hour period. Lesser amounts of time will be pro-rated.

Stand-by pay shall be required only when an employee is specifically required by his supervisor to make himself available for work during off duty hours and further required to report to work immediately upon call.

Regular part-time employees shall be eligible for stand-by pay.

Note: This would include employees required to carry beepers who would be restricted to stay within beeper range and are required to respond immediately.

## ARTICLE 15

### **PERFECT ATTENDANCE PAY**

#### **Section 1. Benefit**

After the completion of six (6) months employment an employee shall be eligible to earn eight (8) hours pay at the straight time rate for each calendar quarter in which perfect attendance is recorded.

#### **Section 2. Exclusions**

The following absences shall not count against perfect attendance:

1. Paid Funeral Leave
2. Jury Duty
3. Vacation Leave
4. Holidays Leave
5. Compensatory time off
6. Authorized absence for union activity where no unpaid leave is required
7. Unpaid leave for union employees in accordance with Section 3, Article 33 of the CWA contract.

#### **Section 3. Payment**

Payment shall be made on the last payday in July. At the request of the employee and at the option of the department head, employees may receive paid leave in lieu of cash payment. Department Heads will attempt to comply with the employee's request for paid leave taking into consideration work load and budget constraints. Accrual of such paid leave shall not exceed 32 hours.

#### **Section 4. Applicability to Part-time employees**

Regular part-time employees shall be eligible for perfect attendance pay. Payment to regular part-time employees shall be pro-rated based on the ratio of the number of regularly scheduled work hours of the employee to full-time. Except as otherwise provided in Section 2 of this article, a part time employee's attendance shall not qualify for perfect attendance unless all regularly scheduled work hours are actually worked. An employee who is allowed to work less hours than the employee's normally scheduled work hours or is allowed to be absent on a scheduled work day, even if these hours are made up during the pay period, shall be disqualified for the applicable calendar quarter.

## ARTICLE 16

### **SEVERANCE PAY**

#### **Section 1. Eligibility**

Upon termination, eligible employees shall be paid severance pay in the following amounts based on the employee's regular hourly rate of pay in affect at the date of termination, provided that employees who voluntarily resign for a reason other than a bona fide City retirement or are discharged for cause shall not be eligible for this benefit. Where applicable, employees shall be required to provide two weeks written notice prior to the effective date of the termination to be eligible for severance.

Beginning July 1, 2015, all new employees hired by the City that are subject to this agreement, shall not be eligible to receive severance pay as outlined above in the event they choose a Bona Fide city retirement, voluntarily resign or are discharged for cause.

<b><u>Years of Service</u></b>	<b><u># Hours Paid</u></b>
More than five (5) and less than ten (10)	80 hours
More than ten (10) and less than fifteen (15)	120 hours
More than fifteen (15)	160 hours

Regular part-time employees shall not be eligible for severance pay.

#### **Section 2. Calculation of Service**

Employment in a regular part-time or temporary capacity shall not be counted as service in determining the amount of severance to be paid.

## ARTICLE 17

### **INSURANCE**

#### **Section 1. Eligibility**

Regular full-time employees are eligible for group health, dental, optical and life insurance coverage effective the first day of the month following completion of one (1) calendar month of employment. Regular part-time employees who work 20 or more hours per week are eligible for group health insurance only with coverage effective the first day of the month following completion of one (1) calendar month of employment.

Regular part-time employees who work less than 20 hours per week shall not be eligible for health coverage. Regular part-time employees shall not be eligible for dental, optical, life or LTD coverage provided in this article.

## **Section 2. Health Insurance**

The City shall maintain a group health insurance plan for eligible employees with the City paying all plan costs except for the employee contributions as outlined below:

### **EMPLOYEE CONTRIBUTION FOR HEALTH INSURANCE**

Level of Coverage	Effective July 1, 2015	Effective July 1, 2016	Effective July 1, 2017
Employee Contribution on Cost for Employee Only Coverage	5% of Accrual Rate in effect 6-30-15;  50% for eligible part time employees of 7-1-15 accrual rate	5% of Accrual Rate in effect 6-30-16;  50% for eligible part time employees of 7-1-16 accrual rate	5% of Accrual Rate in effect 6-30-17;  50% for eligible part time employees of 7-1-17 accrual rate
Employee Contribution on Additional Cost for Spouse and/or Child(ren) Coverage	15% Accrual Rate Effective 6-30-15;  100% for eligible part time employees of 7-1-15 accrual rate	15% Accrual Rate Effective 6-30-16;  100% for eligible part time employees of 7-1-16 accrual rate	15% Accrual Rate Effective 6-30-17;  100% for eligible part time employees of 7-1-17 accrual rate

- A. The employee contributions shall be made in 24 equal biweekly payroll deductions with payment for any given month being made on the first and second payrolls of the preceding month.
- B. Coverage for dependents cannot be purchased without coverage for the employee.
- C. Before any new health insurance plan is implemented proposals based on essentially equivalent specifications are to be secured. Specifications are to be set by the City. The union may participate with the City in establishing the specifications.
- D. Health and Prescription Drug Benefits are outlined in Appendix E.
- E. Effective 7-1-14, the maximum out-of-pocket expense of the current plan will be modified from \$1,000/\$2,000 to \$1,250/\$2,500.



### **Section 3. Life Insurance**

All eligible employees shall receive a \$25,000 term life policy with \$25,000 Accidental Death and Dismemberment benefits carried by and through the City. The policy shall include a provision to allow employees the option of purchasing supplementary term life insurance at their own cost through payroll deduction.

### **Section 4. Dental Insurance**

The City shall maintain a group dental insurance plan for eligible employees and shall pay 100% of the premium cost for employee and dependent coverage.

- A. Specifications are to be set by the City. The union may participate with the City in establishing the specifications. The terms of any contract or policy issued or administered by the insurance carrier shall be controlling in all matters pertaining to benefits there under.
- B. If an employee or his dependents do not enroll in the City provided dental plan at the time it is offered or the time of appointment, or if coverage is terminated by the employee, subsequent enrollment or re-enrollment may be denied by the dental carrier on the basis of underwriting policy.
- C. Plan benefits are outlined in Appendix F.

### **Section 5. Eye Care**

The City shall maintain a group eye care plan for eligible employees and shall pay 100% of the premium cost for employee or family coverage.

- A. Specifications are to be set by the City. The union may participate with the City in establishing the specifications. The terms of any contract or policy issued or administered by the insurance carrier shall be controlling in all matters pertaining to benefits there under.
- B. The self-funded benefit plan shall be as described in Appendix G.

### **Section 6. Long Term Disability Insurance**

The City agrees to provide a long-term disability plan for eligible employees and shall pay 100% of the premium cost of the plan.

### **Section 7. Benefits for Employees on Worker's Comp**

If an employee is absent from work as a result of an on-the-job injury for more than one (1) year the City shall discontinue paying their portion of the health and life

premium. However, these benefits can remain in force by the employee paying the full cost until such time as they return to work.

## ARTICLE 18

### **HOLIDAYS**

#### **Section 1. Holidays Recognized and Observed**

The following days shall be recognized and observed as paid holidays:

1. New Year's Day (January 1)
2. President's Day
3. Memorial Day
4. Independence Day (July 4)
5. Labor Day
6. Veteran's Day (November 11)
7. Thanksgiving Day
8. Friday after Thanksgiving
9. Christmas Eve \*
10. Christmas Day (December 25)

Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as a holiday. Employees in divisions of the Police Department where work is performed seven days per week shall observe the holiday on the actual day of the holiday, except as provided below for the Christmas holiday.

\* When Christmas Eve falls on a Monday, Tuesday, Wednesday, or Thursday it will be observed as a holiday. When Christmas Eve falls on Friday, Saturday, or Sunday an additional Casual Day will be given in lieu of the Christmas Eve holiday.

#### **Section 2. Holiday Leave**

Eligible employees shall be granted one day's holiday leave for each of the observed holidays. When an observed holiday falls on an employee's day off or the employee is required to work the holiday the employee shall be granted holiday leave at another time within the same fiscal year to be mutually determined by the employee and the employer. Employees assigned to ten hour work days shall be required to take 2 hours of some other type of available paid leave to make up the difference between the 8 hours of holiday leave provided and the 10 hours of work they would be on leave.

Definition: Holiday leave shall be defined as eight (8) hours of paid leave for regular full-time employees. Holiday leave for regular part-time employees shall be pro-

rated based on the number of regularly scheduled work hours of the employee to full-time.

### **Section 3. Premium Pay for Work Performed on a Holiday**

If an employee is required to work on a holiday in addition to holiday leave such employee will be compensated at the rate of one and one-half (1 ½) times the employee's regular straight time rate of pay for all hours worked. For work performed in excess of eight (8) hours, (ten hours for those employees assigned to the ten hour day schedule), the employee shall be compensated at twice the regular rate of pay.

To be eligible for premium holiday pay the majority of hours during an employee work shift must fall on the observed holiday. All hours worked during such shift will be paid at the premium rate.

Regular part-time employees shall be eligible for premium holiday pay.

### **Section 4. Pay for Holiday Leave**

If requested by the employee, the Department Head may grant the employee eight (8) hours of holiday pay at the regular straight time rate of pay in lieu of eight (8) hours holiday leave.

### **Section 5. Compounding of Overtime Pay Not Allowed**

It is agreed that there shall be no pyramiding or compounding of overtime or premium pay of any type, but that in the event more than one rate could be applied, the highest rate shall prevail.

### **Section 6. General Eligibility Requirements**

When a holiday falls within a period of paid leave, the holiday shall not be counted as a work day in computing the amount of leave debited. When a holiday falls within a period of leave or absence without pay, the employee shall not be paid for the holiday. Employees who are absent without leave on a work day immediately preceding or succeeding the observed holiday shall not be entitled to holiday pay.

### **Section 7. Casual Day**

All regular full-time employees shall, (after the completion of the probationary period), receive one (1) casual day, (eight (8) hours of paid leave), each fiscal year. Such leave may not be carried over to the next fiscal year.

Regular part-time employees shall be eligible for the casual day pro-rated on the basis of the number of regularly scheduled work hours of the employee to full time.

## ARTICLE 19

### **SICK LEAVE**

#### **Section 1. Definition**

Sick leave is paid leave granted for the purpose of providing a recuperative period to employees who are unable to work because of a non-job related illness or injury; or, because of a serious illness of an emergency nature in the employee's immediate family. When an employee returns to work from sick leave, the employee may also be granted sick leave for on-going related medical treatment prescribed by a physician. Employees will schedule such treatment outside of working hours to the extent that this is possible.

Employees may also be allowed to use up to 8 hours of sick leave per contract year for the following:

- A. Necessary medical, dental, or ocular appointments when such appointments have been arranged in advance with the employee's supervisor and such appointments cannot be scheduled outside of working hours.
- B. Medical procedures for the purpose of determining, measuring, or diagnosing a patient condition.

Appointments or procedures that are elective are not eligible for sick leave.

#### **Section 2. Eligibility**

All regular full-time and regular part-time employees shall be eligible for paid sick leave after the completion of the six (6) months of employment. No employee shall be entitled to sick leave for injuries or illness connected with City employment, outside employment or self-employment. Employment shall be defined as working for wage or profit.

#### **Section 3. Accrual**

Beginning July 1, 1993 all regular full time employees employed as of July 1, 1993, will be credited with 832 hours of sick leave. All employees will be granted sick leave at the rate of eight (8) hours of sick leave hours per month worked. Unused sick leave will be permitted to carry over from one year to the next; however, at no time shall total accumulated sick leave exceed 1,040 hours. Accumulated sick leave acquired since July 1, 1993 will not be paid upon termination of employment for any reason.

Regular part-time employees shall be eligible for sick leave on the first work day

of absence beginning July 1, 2004. The amount of sick leave credited on July 1, 1993, the rate at which sick leave accrues, and the maximum for sick leave accrual shall be prorated based on the ratio of the number of regularly scheduled work hours of the employee to full-time.

#### **Section 4. Sick Leave Options**

All sick leave accrued by employees prior to July 1, 1978, shall vest with the employee, and may be used in the following manner:

- A. In lieu of the above plan;
- B. By cashing in all accrued sick leave accumulated under the previous plan upon honorable separation from the City at the rate of eight (8) hours pay for each twenty-four (24) hours of accrued sick leave; or
- C. By annually cashing in accrued sick leave at the rate of eight (8) hours pay for twenty-four (24) hours of accrued sick leave up to a maximum of eighty (80) hours per year.

#### **Section 5. Family Illness**

Employees may receive up to 16 hours sick leave per contract year in the case of an illness or injury in the immediate family.

Regular part-time employees shall be eligible for prorated family illness benefits based on the ratio of the number of regularly scheduled work hours of the employee to full-time.

Immediate family shall be defined as the following individuals: mother, father, sister, brother, spouse, domestic partner, son, daughter, step-parents, half-brothers, half-sisters, grandparents, grandchildren, step-children, adopted children, foster children, and any legally authorized guardianship relationships.

If a domestic partner relationship is claimed, the employee shall execute and provide the City with a 'Domestic Partner Affidavit' prior to requesting leave under this section. See Appendix H. This form can also be accessed on the City's website.

If a legal guardianship relationship is claimed, the employee shall provide the City with documentation establishing the guardian relationship prior to requesting leave under this section.

#### **Section 6. Reporting Sick Leave**

The employee or a member of the employee's household shall notify the employee's reporting location thirty (30) minutes prior to the scheduled reporting time in order to be eligible for sick pay. In those cases where there is no one scheduled to be in the department before the regular reporting time, the absence report shall be made

within fifteen (15) minutes after the first person is scheduled to arrive in order to be eligible for sick pay. Immediately upon return to work, the employee shall submit a leave form to the supervisor.

### **Section 7. Medical Statement**

Any employee may be required to furnish a medical statement, at the employee's cost, from the attending physician for any absence chargeable to sick leave:

- A. For the purpose of verifying illness or injury; or
- B. Certifying the employee as able to return to work in the position held prior to the illness or injury.

### **Section 8. Abuse or Fraud**

Abuse of sick leave or fraudulent use of sick leave shall be cause for disciplinary action.

### **Section 9. Medical Examination**

The employer may require a medical examination by a City physician to determine the eligibility of an employee to remain on sick leave or return to work. Said examination shall be paid for by the City.

## ARTICLE 20

### **VACATION**

#### **Section 1. Eligibility and Allowance**

All regular full-time employees shall accrue an annual paid vacation as specified below:

##### **Service Requirements**

0 to 6 years  
6 to 13 years  
13 to 19 years  
Over 19 years

##### **Accrual**

At the rate of 80 hours per year  
At the rate of 120 hours per year  
At the rate of 160 hours per year  
At the rate of 200 hours per year

Vacation leave for regular part-time employees shall be prorated based on the ratio of the number of regularly scheduled work hours of the employee to full-time.

Vacation accrual for all employees shall not exceed the annual accrual normally earned plus 80 hours. Employees hired prior to 7-1-12 who were allowed to accumulate up to twice their annual allotment shall be governed as follows:

- A. Employees will be given until July 1, 2014 to bring their accumulations to within the agreed upon limit.
- B. Employees age 55 or older with 25 years' service as of June 30, 2012 will be allowed to continue accumulating up to twice the annual accrual normally earned. This is a continuation of the benefit provided in the contract ending June 30, 2012.

Upon separation from employment, compensation for unused vacation leave shall be made provided that an employee who resigns provides the City 2 week's written notice of the termination.

Vacation credits shall not be accrued during a pay period in which an employee is absent without leave, nor shall they be accrued during any unpaid leave of absence which exceeds thirty (30) calendar days. Employees shall have been in the service of the employer for six (6) consecutive months before being eligible to use vacation benefits.

## **Section 2. Vacation Pay**

The rate of vacation pay shall be the employee's regular straight time rate of pay.

## **Section 3. Administration**

All vacation leaves and schedules must be approved by the department head and filed in the prescribed manner on a city leave request form. Employees may request and be granted vacation leave with supervisory approval at any time during the work day. Vacation leave may be taken in fifteen (15) minute increments.

## **Section 4. Vacation Sellback**

Beginning July 1, 2016, an employee with seven (7) or more years' service who has accrued 50% of the employee's total accrual limitation by October 1<sup>st</sup> of each year shall have the option to "sell back" up to 80 hours of their vacation accumulation. Reimbursement will be made on an hour for hour basis and payment shall be made on the first day of December. Forms will be available and the completed form must be submitted no later than 5:00 pm October 15. It shall be the sole responsibility of the employee requesting reimbursement to submit the form in a timely manner.

## ARTICLE 21

### **MISCELLANEOUS PAID LEAVES**

#### **Section 1. Funeral Leave**

In the event of a death in the immediate family of an employee or an employee's spouse or employee's domestic partner, the employee shall be granted up to twenty-four work hours absence with full pay to make household adjustments, arrange for services, or attend funeral services.

Immediate family shall be defined as the following individuals: mother, father, sister, brother, spouse, domestic partner, son, daughter, step-parents, half-brothers, half-sisters, grandparents, grandchildren, step-children, adopted children, foster children, and any legally authorized guardianship relationships.

If a domestic partner relationship is claimed, the employee shall execute and provide the City with a 'Domestic Partner Affidavit' prior to requesting leave under this section. See Appendix H. This form can also be accessed on the City's website.

If a legal guardianship relationship is claimed, the employee shall provide the City with documentation establishing the guardian relationship prior to requesting leave under this section.

Additional time off may be granted upon request. Employees allowed additional time shall use either some form of leave which has been accumulated by them or the time shall be without pay.

Funeral leave for regular part-time employees shall be pro-rated based on the ratio of the number of regularly scheduled work hours of the employee to full-time.

#### **Section 2. Court Leave**

An employee who is required to serve as a witness or juror in Federal, State, County, or City court or as a litigant in a case resulting directly from the discharge of his duties as an employee, shall be granted court leave with full pay to serve in that capacity; provided, however, that when the employee is testifying in other litigation to which he is a part, he shall not be granted court leave, but may use vacation time, or be granted leave without pay for the length of such service.

- A. **Procedure:** An employee who is called as a witness or for jury duty shall present to his supervisor the original summons or subpoena from the court, and, at the conclusion of such duty, a signed statement from the clerk of court, or other



evidence, showing the actual time in attendance at court.

- B. Fees: Fees received for jury service in a Federal, State, County, or city court shall be kept by the employees. No employee shall receive witness fees paid from his employer's funds.

Regular part-time employees shall be eligible for court leave.

### **Section 3. Voting Time**

Any employee entitled to vote at a general election in this state who does not have three (3) consecutive hours in the period between the time of the opening and the time of the closing of the polls during which he is not required to be present at work shall be entitled to such time off from his work time to vote as will in addition to his non-working time total three (3) consecutive hours during the time the polls are open. Application by any employee for such absence shall be made individually and in writing prior to the date of the election, and the employer shall designate the period of time to be taken. Such voter shall not be liable to any penalty nor shall any deductions be made from his regular salary or wages on account of said absence.

Regular part-time employees shall be eligible for voting time.

### **Section 4. Military Leave**

Military leave shall be granted in accordance with the statutes of the State of Iowa.

### **Section 5. Worker's Compensation**

An employee who is absent from work due to an on-the-job injury will be compensated only as provided under the statutory provisions of Iowa Worker's Compensation laws. An employee who would lose regular pay due to an on-the-job injury shall be allowed to use vacation leave, holiday leave, perfect attendance leave, casual day leave, or compensatory time for any such time not paid. If the length of absence results in a retroactive payment by the worker's compensation carrier which would result in an overpayment to the employee, a correction will be made through a subsequent payroll and the leave used credited back to the employee.

## **ARTICLE 22**

### **LEAVE WITHOUT PAY**

#### **Section 1.**

An employee requesting a leave of absence without pay shall submit a written request through the chain of command. Said written request shall include the reason(s)

for the leave, length of time, and date desired. Upon recommendation of the department head the Mayor may grant an employee leave without pay for a specified time not to exceed one year and may extend the period of leave. Any appointment made to a position vacated by an employee on leave without pay shall be conditional upon the return of the employee on leave.

## **Section 2.**

Leave without pay shall be subject to the following provisions:

- A. A leave without pay shall not constitute a break in service, but time off will not be credited toward retirement.
- B. Leave without pay for more than thirty (30) days during the probationary period shall not be counted as part of that period, but the employee to whom such leave has been granted shall be allowed to complete his probationary period on his return from leave.
- C. Failure to report promptly at the expiration of a leave of absence shall be considered a resignation.

## ARTICLE 23

### **SENIORITY**

#### **Section 1.**

It is agreed by the City of Council Bluffs and the Union that the City shall and does hereby recognize seniority rights within the City as covered by contract, except as otherwise provided for in Chapter 400 of the Code of Iowa, and/or the Civil Service Rules and Regulations of the City of Council Bluffs.

#### **Section 2.**

For the purpose of determining the seniority rights of employees as it relates to provisions of this contract the following definitions shall apply:

- A. Total seniority is the employee's length of continuous service with the City.
- B. Seniority in Classification shall mean the length of continuous service in each job classification held by the employee.

#### **Section 3.**

A list of all employees shall be prepared and posted on/or before July 1, of each calendar year, indicating the seniority date for determining total seniority and seniority in classification. A copy of the seniority list shall be furnished to the president and chief steward of the union when it is posted.

#### **Section 4.**

An employee shall forfeit his/her seniority rights only for the following reasons:  
1) resignation; 2) termination; or 3) retirement.

#### **Section 5.**

Seniority shall not accumulate when an employee is separated from the payroll of the employer for more than sixty (60) calendar days except in case of disability.

#### **Section 6.**

In cases where two (2) or more employees start to work on the same day, priority of position on the seniority list shall be determined by lot.

#### **Section 7.**

Employees promoted to a position outside the bargaining unit shall maintain their seniority in the unit for a length of time equal to the probationary period. Any employee who is laid off or otherwise is moved from a non-bargaining unit position to a position within the unit shall upon such return to a previously held job class be credited with an amount of seniority equal to that accumulated in that class as of the date of promotion or transfer out of the position in the bargaining unit provided employment has been continuous from such date.

### **ARTICLE 24**

#### **LAY-OFFS**

#### **Section 1.**

Whenever a reduction in work force becomes necessary, lay-offs shall be by seniority in classification. Employees shall be allowed to exercise their total seniority in bumping into job classifications previously held by the employee as indicated in Section 4 and 5 of this article.

#### **Section 2.**

If employees are to be laid off, a minimum of ten (10) calendar days written notice shall be given prior to the date when their services shall no longer be required. No sick leave shall be utilized during this ten (10) day period.

#### **Section 3.**

No regular employee shall be laid off from any classification while there are probationary employees working in the same classification.

#### **Section 4.**

In the event an employee becomes subject to lay-off in his/her classification, he/she shall be permitted to take a position in the same or lower classification that the employee previously held at that classification's rate of pay and any employees in that lower classification subject to lay-off by virtue of the provisions of this Section, shall be laid off in accordance with the provisions of Section 1 hereof.

#### **Section 5.**

In the event that an employee becomes subject to lay-off in his/her particular classification and a vacancy exists in a position of the same or lower classification which he/she previously held he/she may, with the approval of the Mayor, or the designated representative, be appointed to such position in a lower classification on the basis of his/her seniority.

#### **Section 6.**

The names of employees who have been laid off shall be placed on a lay-off list, maintained by the City in the Personnel Department. The City shall rehire in the reverse order of lay-off. No new employee shall be hired by the City in a job classification where a lay-off list exists, prior to the expiration date of the lay-off list. Employees shall remain on the lay-off list for a period of three (3) years from their date of lay-off. An employee who has been recalled for a position shall have five (5) calendar days from the receipt of notice that a position is available to advise the City in writing if he/she will accept the position. Notice of recall shall be by registered letter. The City will determine the date the employee shall report to the position. Should an employee decline the position, said employee shall be removed from the lay-off list.

#### **Section 7.**

Where an employee has accepted a position in a lower classification by virtue of Sections 4 and 5 hereof, he/she shall be recalled to the former job classification when the same becomes available in reverse order of reduction while the lay-off list is in effect.

## ARTICLE 25

### **PROBATIONARY EMPLOYEES**

#### **Section 1.**

The probationary period of initial employment with the City of Council Bluffs shall consist of six (6) months of employment in classification.

#### **Section 2.**

At any time during the probationary period a Department Head may remove an employee provided that he shall report the removal and reasons therefore in writing to the Personnel Department, the employee and the Chief Steward. An employee removed from employment during his/her initial probationary period shall not be entitled to any appeal rights within the City structure. At the request of the Union, the Mayor or his designated representative will meet with the Union to review the action taken.

## ARTICLE 26

### **TRANSFERS AND PROMOTIONS**

#### **Section 1.**

A transfer is hereby defined as the movement of an employee within the same job classification between departments.

#### **Section 2.**

Permanent transfers of an employee between departments shall be allowed based upon the following:

- A. Transfer request must be filed with the Personnel Department.
- B. The City may defer transfer of an employee until a replacement is found to fill the position.

#### **Section 3.**

The City's right to transfer employees on a temporary or permanent basis shall remain unimpaired.

#### **Section 4.**

In the event the City determines that a reduction of employees in a job classification is necessary within a department, the City may transfer the employee with the least seniority in classification to a vacancy of the same job classification within the City structure.

#### **Section 5.**

Should an employee be transferred, the City will provide a ten (10) day written notice indicating the reasons the transfer is necessary. This communication will be filed in the employee's personnel jacket in the Personnel Department. The ten (10) days notice for the transfer may be waived by mutual agreement.

#### **Section 6.**

The term promotion, as used in this article, means the advancement of an employee to a higher job classification in the bargaining unit. If a vacancy occurs or a new job is created in the bargaining unit other than a temporary vacancy, the City shall post such job for a period of ten (10) calendar days, during which time employees may apply for the job. The application shall be in writing and shall be submitted to the Personnel Department.

#### **Section 7.**

In making the selection, the City will consider job related factors which will include seniority, qualifications, ability, and past work record.

#### **Section 8.**

When an employee receives a promotion his rate of pay shall be determined as follows:

1. Promotion from a clerical or non-clerical position in grades 1-13 to a clerical or non-clerical position in grades 1-13. The employee shall remain in his current step in the pay grade of the higher position.
2. Promotion from a technical/professional position in grades 14-20 to a technical/professional position in grades 14-20. The employee shall remain in his current step in the pay grade of the higher position.
3. Promotion from a clerical or non-clerical position in grades 1-13 to a technical/professional position in grades 14-20. The employee shall be paid at the entry salary rate for the position or the rate at which a one step increase is provided, whichever is greater.

## **Section 9.**

When new job classifications and new job descriptions, covered by this contract, are created by the City, the pay grades will be negotiated with the union.

## ARTICLE 27

### **GRIEVANCE PROCEDURE**

#### **Section 1.**

A grievance is an alleged dispute or controversy arising from the interpretation or application of the various provisions of this Agreement or involving alleged unfair treatment of an employee or group of employees. A grievance must be in writing and may be filed by an employee through a representative of the union, a group of employees through a representative of the union, or by the Local Union President or Chief Steward. Grievances must be filed and appealed within the time limits specified in this article.

NOTE: Grievances filed as a result of a dispute or controversy involving alleged unfair treatment of an employee or group of employees cannot be appealed beyond the second step of the grievance procedure.

#### **Section 2.**

Once a grievance has been presented, management shall not attempt to adjust the grievance with the aggrieved employee or group of employees without affording the appropriate Union representative, the Local Union President or Chief Steward, an opportunity to be present.

#### **Section 3.**

The Union shall be considered the representative for grievance representation purposes of employees laid off, discharged, or otherwise separated from the payroll until the limits of the grievance and arbitration procedures have been exhausted. Any suspension or discharge requires written notification of such act be given to the employee and simultaneously a copy of the personnel action form shall be forwarded to the Local Union President and Chief steward.

#### **Section 4.**

After a grievance has been filed, there shall be a meeting between the designated Union and management representatives at each grievance level and management shall reply within fourteen (14) days from date of meeting except that if the final step is used, (Public Employment Relations Board) the time limits would be extended to thirty (30) days if the decision of the governmental head or the designated

representative is appealed.

## **Section 5. Procedures**

- Step 1 - If the Union and/or the employee is unable to settle the grievance or dispute orally and informally through his immediate supervisor, then within fourteen (14) calendar days of the date of the occurrence of the grievance, the Union representative may file a written grievance with his department head. The department head and the Union Representative shall meet and attempt to adjust the matter and the department head shall respond in writing to the Union within fourteen (14) days following the grievance meeting between the designated Union Representative and the department head.
- Step 2 - If the answer is not satisfactory, the matter may be appealed in writing by the Union to the governmental head or designated representative within fourteen (14) days after the department head's response is due. The governmental head or designated representative shall meet with the Union Representative, the Local Union President and/or Chief Steward and respond in writing to the Union within fourteen (14) days following the meeting between the designated Union Representative and the governmental head or his designated representative.
- Step 3 - If the grievance is still not settled, then by mutual agreement as an alternative to binding arbitration as defined in section 10, either party may enlist the services of the state of Iowa public Employment Relations Board to mediate the difference, within thirty (30) days after the final response is received by the designated Union Representative from the governmental head or his designated representative at Step Two (2).

Failure by an employee and/or the union to comply with any time limitation shall constitute a settlement of the grievance. Should the employer not respond within the prescribed time, the grievance will be considered to be denied and the union may proceed to the next step. This provision notwithstanding, any deadline set forth in this article can be extended only by mutual agreement of the Union and the governmental head or his designated representative.

## **Section 6.**

If both parties agree to use the State of Iowa Public Employment Relations Board to mediate the difference as an alternative to binding arbitration, as defined in Section 10, the decision of the state of Iowa Public Employment Relations Board (hearing officer) shall be binding. Use of this step involving the services of a hearing officer from the state of Iowa public Employment Relations Board prohibits any further action by either party of the decision rendered.



## **Section 7.**

Aggrieved employees and authorized Union Representatives, not to exceed three (3) in number, meeting with the City in respect to grievances shall suffer no loss in regular pay as a result of time lost from regular work.

## **Section 8.**

Authorized employee Union Representatives, not to exceed two (2) in number, may be permitted to investigate circumstances in respect to grievances upon receiving approval of the Union Representatives immediate supervisor without loss of pay.

The nature of the investigation must require that it be performed on city premises, or with an immediate supervisor and/or department head. Other Union Representatives who are not employee Union Representatives, who conduct grievance investigations involving bargaining unit employees, shall do so on non-City time.

## **Section 9.**

The Local Union President or Chief Steward and the governmental head or his designated representative may waive the time requirements as outlined in this Article by mutual agreement.

## **Section 10. Arbitration**

- A. Should the parties fail to reach agreement by utilizing the above steps, they will jointly request that the (F.M.C.S.) Federal Mediation and Conciliation Service submit to the parties a list of seven (7) arbitrators, and by alternately striking names (a coin toss shall determine who shall strike the first name) an arbitrator will be selected. Should both parties mutually agree, the Iowa Employment Relations Board may be requested to submit to the parties a list of seven (7) arbitrators. The selection procedure for the arbitrator shall be by alternately striking names (a coin toss shall determine who shall strike the first name) and an arbitrator shall be selected.
- B. Expenses for the arbitrator's services and proceedings, excluding transcript costs, shall be borne equally by the employer and the Union and/or employee. Each party shall be responsible for compensation to its own representatives and witnesses. If either party desires a transcript, it shall be at the party's expense.

- C. Authority of Arbitrator - The arbitrator shall have no power to add to, subtract from, or change the terms of this agreement. The written decision of the arbitrator resulting from any arbitration of grievances hereunder shall be final and binding upon the parties. The arbitrator shall limit his decision strictly to the grievances submitted to him which has been properly processed through the grievance procedure outlined in this article.
- D. It is agreed that should the appeal procedure as provided under the Civil Service Law, Chapter 400, Code of Iowa, be utilized; recourse to the grievance procedure included in this Article shall be waived.

## ARTICLE 28

### **CLOTHING ALLOWANCE**

#### **Section 1.**

If an employee is required to wear a uniform as a condition of employment established by the City, the uniform shall be furnished by the City. Employees shall wear and maintain uniforms in a presentable condition while on duty and shall not wear them for any off-duty activities. Issued clothing items are the property of the City and must be returned to the City upon separation of service.

#### **Section 2.**

The City shall determine what protective gear will be provided to employees. Should an employee be denied protective gear through normal chain of command, said employee may file a written complaint with the Risk Manager, who shall make said determination.

#### **Section 3.**

Each employee shall be eligible to be compensated for costs not covered by insurance for repair or replacement of hearing aids, eye glasses, contact lens, or watches which may be damaged or destroyed through the normal performance of official duty. Compensation to any employee for any and all such losses shall not exceed one hundred fifty dollars (\$150.00) in any contract year.

In order for a claim to be approved, actual loss must be shown either by producing the damaged article or by proper evidence, and must not be due to employee's own negligence or normal wear and tear. Claims shall be approved at the discretion of the Department Head.

In the event that the property damage is a result of an accident which also results in personal injury to the employee, a claim for damages through Workman's Compensation must be submitted by the employee to the employer for processing, in

the same manner that other medical bills are submitted. Reimbursement will be considered by the City only if Workman's Compensation denies the claim.

## ARTICLE 29

### **BULLETIN BOARDS**

#### **Section 1.**

The City agrees to furnish suitable space for bulletin boards in convenient places in each work area to be used by the Union.

#### **Section 2.**

The Union shall limit its posting of notices and bulletins to such bulletin boards.

#### **Section 3.**

Posted notices shall not contain anything political or anything reflecting adversely upon the City or any of its employees. In the event the City determines that posted material is political or reflects adversely upon the City or any of its employees, the City shall request to the Union to remove said material. The Union shall then remove the material.

## ARTICLE 30

### **ACCESS TO RECORDS**

The permanent employee personnel file shall be maintained in the Personnel Department. Employees may review their personnel files by contacting the Personnel Department and scheduling an appointment. Upon written authorization from the employee, a Union representative shall be allowed to review the employee's personnel file and make copies of necessary items at the City's standard fee.

## ARTICLE 31

### **PRINTING OF CONTRACTS**

The Union will be provided with an electronic version of the contract to distribute to its members.

## ARTICLE 32

### **UNION NEGOTIATING COMMITTEE**

The City shall pay up to five (5) employees designated as the Union negotiating committee for time spent in contract negotiations when such negotiations take place during the regularly scheduled work time of the employee or employees. No more than one (1) person shall be on the negotiating team from any one (1) department except by mutual agreement.

## ARTICLE 33

### **UNION BUSINESS/LEAVE**

#### **Section 1. Union Activities**

The employer agrees that during working hours, on the employer's premises and without loss of pay, elected union officers and/or union stewards may be allowed to: attend Union Management meetings; post Union notices; distribute Union literature; transmit communications authorized by the local union or its officers, or other Union representatives concerning the enforcement of any provision of this agreement, after securing permission from the immediate supervisor.

The employer also agrees that during working hours elected officers and/or stewards shall be allowed to attend monthly and/or contract ratifying Union meetings, without loss of pay, providing, the efficient operation of the employer is not disrupted.

The Union agrees that reasonable attempts will be made on non-City time to perform the activities described herein. The union agrees that union activities will not be carried on in the employer's work areas on the employer's time in such a manner as to interfere with the efficient operation of the employer, except as provided in this Agreement.

#### **Section 2. Visits by Union Representatives**

The employer agrees that accredited representatives of the Communications Workers of America, whether local Union representatives or international representatives, may have access to the premises of the employer at reasonable times during working hours to conduct Union business, provided reasonable notice is given the city of the pending visit.

### **Section 3. Unpaid Leaves**

The City shall allow the union a total of 80 hours of unpaid leave per contract year for the purpose of employees attending union educational or training seminars. To be eligible for such leave the union must submit a leave request to the Director of Human Resources for approval thirty (30) calendar days in advance of the leave date. The thirty (30) day notice may be waived by mutual agreement. It is agreed that no more than one employee in a department will be allowed to take union leave at any one time.

## **ARTICLE 34**

### **TERMINATION**

This Agreement, or any part of it, may be terminated or renegotiated at any time by mutual consent of both parties. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter without mutual consent even though such subjects or matters may not have been within the knowledge or contemplation of either or both parties at the time that they negotiated or signed this Agreement.

## **ARTICLE 35**

### **SAVINGS CLAUSE**

Should any article, section or portion thereof of this Agreement be held unlawful or unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specified article, section or portion thereof directly specified in the decision. Upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated article, section or portion thereof.

## ARTICLE 36

### EMPLOYEE EVALUATION

The department head may implement an employee evaluation system which has the approval of the Mayor for use in assuring the standard of work performance desired.

### CONTRACT SIGNATURES

This agreement shall continue in force beginning July 1, 2015 to and including June 30, 2018.

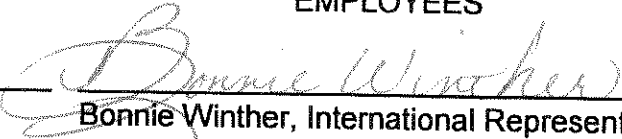
In witness whereof, the parties have caused this agreement to be signed by their representatives and their signatures placed thereon, all on this 20<sup>th</sup> of March, 2015, at Council Bluffs, Iowa.

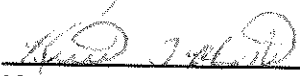
#### CITY OF COUNCIL BLUFFS

  
Jon Finnegan, Director of Human Resources

  
Matthew Walsh, Mayor

#### COMMUNICATION WORKERS OF AMERICA CLERICAL /TECHNICAL EMPLOYEES

  
Bonnie Winther, International Representative

  
Ken Mertes, President, Local 7103

  
Jen Burnside, Committee Member

  
Maureen Eiler, Committee Member

  
Dadie File, Committee Member

  
Julie Good, Committee Member

  
Pete Pederson, Committee Member

## APPENDIX A

### **JOB CLASSIFICATION PLAN**

<b>Job Classification</b>	<b>Grade</b>
Account Clerk I (Part time)	08
Account Clerk II	13
Accountant I	15
Administrative Secretary	13
Animal Control Officer	11
Animal Control Officer (Part time)	11
Assistant Planner	15
Automated Fingerprint Identification Technician (Part time)	26
Building Inspector	20
Chemist	21
Clerk Stenographer	08
Clerk Typist (part-time)	08
Community Development Project Coordinator	22
Community Development Specialist	15
Division Secretary	12
Electrical Inspector	20
Electronics Technician	20
Engineering Technician	20
Fleet Foreman	21
Foreman	21
Housing Inspector	20
Identification Technician I	15
Parking Enforcement Officer (Non-sworn)	08
Parts Coordinator	15
Permit Technician	16
Planner	22
Plumbing/Mechanical Inspector	20
Property Management Specialist	14
Public Health Nurse	20
Public Health Sanitarian	20
Records Technician I	10
Records Technician II	10
Recycling Aide	11
Recycling Clerk	13
Recycling Technician	18
Rehabilitation Specialist II	20
Secretary	08
Solid Waste Management Education Coordinator	20
Traffic Signal Technician	20
Zoning Enforcement Officer	20

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2015 through June 30, 2016

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>01</b>	3	25,305.78	969.57	12.1196	2,108.82	18.1794
	4	26,570.84	1,018.04	12.7255	2,214.24	19.0883
	5	27,899.86	1,068.96	13.3620	2,324.99	20.0430
	6	29,294.90	1,122.41	14.0301	2,441.24	21.0452
	7	30,759.37	1,178.52	14.7315	2,563.28	22.0973
	8	32,297.45	1,237.45	15.4681	2,691.45	23.2022
<b>02</b>	3	26,258.69	1,006.08	12.5760	2,188.22	18.8640
	4	27,571.52	1,056.38	13.2048	2,297.63	19.8072
	5	28,950.12	1,109.20	13.8650	2,412.51	20.7975
	6	30,398.15	1,164.68	14.5585	2,533.18	21.8378
	7	31,917.17	1,222.88	15.2860	2,659.76	22.9290
	8	33,513.71	1,284.05	16.0506	2,792.81	24.0759
<b>03</b>	3	27,405.78	1,050.03	13.1254	2,283.82	19.6881
	4	28,776.03	1,102.53	13.7816	2,398.00	20.6724
	5	30,214.67	1,157.65	14.4706	2,517.89	21.7059
	6	31,725.86	1,215.55	15.1944	2,643.82	22.7916
	7	33,311.95	1,276.32	15.9540	2,776.00	23.9310
	8	34,977.65	1,340.14	16.7517	2,914.80	25.1276
<b>04</b>	3	28,495.72	1,091.79	13.6474	2,374.64	20.4711
	4	29,920.26	1,146.37	14.3296	2,493.36	21.4944
	5	31,416.57	1,203.70	15.0462	2,618.05	22.5693
	6	32,987.53	1,263.89	15.7986	2,748.96	23.6979
	7	34,637.57	1,327.11	16.5889	2,886.46	24.8834
	8	36,369.31	1,393.46	17.4182	3,030.78	26.1273
<b>05</b>	3	29,636.03	1,135.48	14.1935	2,469.67	21.2903
	4	31,117.99	1,192.26	14.9032	2,593.17	22.3548
	5	32,673.81	1,251.87	15.6484	2,722.82	23.4726
	6	34,307.41	1,314.46	16.4308	2,858.95	24.6462
	7	36,022.70	1,380.18	17.2523	3,001.89	25.8785
	8	37,823.60	1,449.18	18.1148	3,151.97	27.1722
<b>06</b>	3	30,808.18	1,180.39	14.7549	2,567.35	22.1324
	4	32,349.65	1,239.45	15.4931	2,695.80	23.2397
	5	33,966.02	1,301.38	16.2672	2,830.50	24.4008
	6	35,664.08	1,366.44	17.0805	2,972.01	25.6208
	7	37,447.50	1,434.77	17.9346	3,120.63	26.9019
	8	39,319.65	1,506.50	18.8312	3,276.64	28.2468



**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2015 through June 30, 2016

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>07</b>	3	32,035.66	1,227.42	15.3428	2,669.64	23.0142
	4	33,637.68	1,288.80	16.1100	2,803.14	24.1650
	5	35,319.04	1,353.22	16.9153	2,943.25	25.3730
	6	37,084.97	1,420.88	17.7610	3,090.41	26.6415
	7	38,939.63	1,491.94	18.6492	3,244.97	27.9738
	8	40,886.69	1,566.54	19.5818	3,407.22	29.3727
<b>08</b>	3	33,313.52	1,276.38	15.9548	2,776.13	23.9322
	4	34,979.22	1,340.20	16.7525	2,914.94	25.1288
	5	36,728.18	1,407.21	17.5901	3,060.68	26.3852
	6	38,564.58	1,477.57	18.4696	3,213.72	27.7044
	7	40,493.11	1,551.46	19.3932	3,374.43	29.0898
	8	42,517.42	1,629.02	20.3628	3,543.12	30.5442
<b>09</b>	3	34,678.29	1,328.67	16.6084	2,889.86	24.9126
	4	36,412.11	1,395.10	17.4387	3,034.34	26.1581
	5	38,233.37	1,464.88	18.3110	3,186.11	27.4665
	6	40,144.41	1,538.10	19.2263	3,345.37	28.8395
	7	42,151.76	1,615.01	20.1876	3,512.65	30.2814
	8	44,258.81	1,695.74	21.1967	3,688.23	31.7951
<b>10</b>	3	36,042.01	1,380.92	17.2615	3,003.50	25.8923
	4	37,843.70	1,449.95	18.1244	3,153.64	27.1866
	5	39,735.95	1,522.45	19.0306	3,311.33	28.5459
	6	41,723.20	1,598.59	19.9824	3,476.93	29.9736
	7	43,809.37	1,678.52	20.9815	3,650.78	31.4723
	8	45,999.95	1,762.45	22.0306	3,833.33	33.0459
<b>11</b>	3	37,512.49	1,437.26	17.9657	3,126.04	26.9486
	4	39,388.03	1,509.12	18.8640	3,282.34	28.2960
	5	41,357.54	1,584.58	19.8072	3,446.46	29.7108
	6	43,425.70	1,663.82	20.7978	3,618.81	31.1967
	7	45,596.18	1,746.98	21.8372	3,799.68	32.7558
	8	47,876.54	1,834.35	22.9294	3,989.71	34.3941
<b>12</b>	3	38,978.26	1,493.42	18.6677	3,248.19	28.0016
	4	40,927.15	1,568.09	19.6011	3,410.60	29.4017
	5	42,973.13	1,646.48	20.5810	3,581.09	30.8715
	6	45,121.94	1,728.81	21.6101	3,760.16	32.4152
	7	47,378.29	1,815.26	22.6907	3,948.19	34.0361
	8	49,747.12	1,906.02	23.8253	4,145.59	35.7380

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2015 through June 30, 2016

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>13</b>	3	40,590.72	1,555.20	19.4400	3,382.56	29.1600
	4	42,620.00	1,632.95	20.4119	3,551.67	30.6179
	5	44,751.32	1,714.61	21.4326	3,729.28	32.1489
	6	46,988.61	1,800.33	22.5041	3,915.72	33.7562
	7	49,337.87	1,890.34	23.6293	4,111.49	35.4440
	8	51,804.85	1,984.86	24.8108	4,317.07	37.2162
<b>14</b>	3	42,171.86	1,615.78	20.1973	3,514.32	30.2960
	4	44,281.00	1,696.59	21.2074	3,690.08	31.8111
	5	46,495.32	1,781.43	22.2679	3,874.61	33.4019
	6	48,820.05	1,870.50	23.3813	4,068.34	35.0720
	7	51,260.92	1,964.02	24.5502	4,271.74	36.8253
	8	53,823.68	2,062.21	25.7776	4,485.31	38.6664
<b>15</b>	3	43,801.02	1,678.20	20.9775	3,650.09	31.4663
	4	45,991.33	1,762.12	22.0265	3,832.61	33.0398
	5	48,291.26	1,850.24	23.1280	4,024.27	34.6920
	6	50,705.78	1,942.75	24.2844	4,225.48	36.4266
	7	53,241.13	2,039.89	25.4986	4,436.76	38.2479
	8	55,902.55	2,141.86	26.7732	4,658.55	40.1598
<b>16</b>	3	45,622.28	1,747.98	21.8497	3,801.86	32.7746
	4	47,903.94	1,835.40	22.9425	3,992.00	34.4138
	5	50,298.62	1,927.15	24.0894	4,191.55	36.1341
	6	52,813.61	2,023.51	25.2939	4,401.13	37.9409
	7	55,454.67	2,124.70	26.5587	4,621.22	39.8381
	8	58,227.01	2,230.92	27.8865	4,852.25	41.8298
<b>17</b>	3	47,427.09	1,817.13	22.7141	3,952.26	34.0712
	4	49,798.28	1,907.98	23.8498	4,149.86	35.7747
	5	52,288.74	2,003.40	25.0425	4,357.40	37.5638
	6	54,903.18	2,103.57	26.2946	4,575.27	39.4419
	7	57,648.64	2,208.76	27.6095	4,804.05	41.4143
	8	60,530.86	2,319.19	28.9899	5,044.24	43.4849
<b>18</b>	3	49,282.54	1,888.22	23.6027	4,106.88	35.4041
	4	51,746.38	1,982.62	24.7828	4,312.20	37.1742
	5	54,333.68	2,081.75	26.0219	4,527.81	39.0329
	6	57,051.21	2,185.87	27.3234	4,754.27	40.9851
	7	59,903.15	2,295.14	28.6892	4,991.93	43.0338
	8	62,898.39	2,409.90	30.1237	5,241.53	45.1856

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2015 through June 30, 2016

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>19</b>	3	51,296.42	1,965.38	24.5673	4,274.70	36.8510
	4	53,861.53	2,063.66	25.7957	4,488.46	38.6936
	5	56,554.79	2,166.85	27.0856	4,712.90	40.6284
	6	59,381.42	2,275.15	28.4394	4,948.45	42.6591
	7	62,350.55	2,388.91	29.8614	5,195.88	44.7921
	8	65,468.46	2,508.37	31.3546	5,455.71	47.0319
<b>20</b>	3	53,310.29	2,042.54	25.5318	4,442.52	38.2977
	4	55,975.63	2,144.66	26.8082	4,664.64	40.2123
	5	58,774.59	2,251.90	28.1488	4,897.88	42.2232
	6	61,713.45	2,364.50	29.5562	5,142.79	44.3343
	7	64,798.99	2,482.72	31.0340	5,399.92	46.5510
	8	68,038.26	2,606.83	32.5854	5,669.86	48.8781
<b>21</b>	3	55,519.92	2,127.20	26.5900	4,626.66	39.8850
	4	58,296.18	2,233.57	27.9196	4,858.02	41.8794
	5	61,210.24	2,345.22	29.3153	5,100.85	43.9730
	6	64,272.29	2,462.54	30.7817	5,356.02	46.1726
	7	67,484.94	2,585.63	32.3204	5,623.75	48.4806
	8	70,859.15	2,714.91	33.9364	5,904.93	50.9046
<b>22</b>	3	57,691.96	2,210.42	27.6303	4,807.66	41.4455
	4	60,576.53	2,320.94	29.0118	5,048.04	43.5177
	5	63,605.96	2,437.01	30.4626	5,300.50	45.6939
	6	66,786.51	2,558.87	31.9859	5,565.54	47.9789
	7	70,124.96	2,686.78	33.5848	5,843.75	50.3772
	8	73,631.49	2,821.13	35.2641	6,135.96	52.8962
<b>23</b>	3	59,953.27	2,297.06	28.7132	4,996.11	43.0698
	4	62,951.11	2,411.92	30.1490	5,245.93	45.2235
	5	66,098.77	2,532.52	31.6565	5,508.23	47.4848
	6	69,403.82	2,659.15	33.2394	5,783.65	49.8591
	7	72,874.33	2,792.12	34.9015	6,072.86	52.3523
	8	76,517.63	2,931.71	36.6464	6,376.47	54.9696
<b>24</b>	3	62,377.96	2,389.96	29.8745	5,198.16	44.8118
	4	65,497.17	2,509.47	31.3684	5,458.10	47.0526
	5	68,771.67	2,634.93	32.9366	5,730.97	49.4049
	6	72,210.09	2,766.67	34.5834	6,017.51	51.8751
	7	75,821.02	2,905.02	36.3127	6,318.42	54.4691
	8	79,612.05	3,050.27	38.1284	6,634.34	57.1926

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2015 through June 30, 2016

GRADE	STEP	ANNUAL	BI-WEEKLY	HOURLY	MONTHLY	OVERTIME
<b>25</b>	3	64,913.83	2,487.12	31.0890	5,409.49	46.6335
	4	68,159.63	2,611.48	32.6435	5,679.97	48.9653
	5	71,566.98	2,742.03	34.2754	5,963.92	51.4131
	6	75,145.82	2,879.15	35.9894	6,262.15	53.9841
	7	78,902.91	3,023.10	37.7887	6,575.24	56.6831
	8	82,848.19	3,174.26	39.6783	6,904.02	59.5175
<b>26</b>	3	67,499.30	2,586.18	32.3273	5,624.94	48.4910
	4	70,874.55	2,715.50	33.9438	5,906.21	50.9157
	5	74,418.93	2,851.30	35.6413	6,201.58	53.4620
	6	78,139.75	2,993.86	37.4232	6,511.65	56.1348
	7	82,046.13	3,143.53	39.2941	6,837.18	58.9412
	8	86,149.31	3,300.74	41.2592	7,179.11	61.8888
<b>27</b>	3	70,226.49	2,690.67	33.6334	5,852.21	50.4501
	4	73,737.98	2,825.21	35.3151	6,144.83	52.9727
	5	77,425.65	2,966.50	37.0813	6,452.14	55.6220
	6	81,296.28	3,114.80	38.9350	6,774.69	58.4025
	7	85,361.62	3,270.56	40.8820	7,113.47	61.3230
	8	89,629.49	3,434.08	42.9260	7,469.12	64.3890
<b>28</b>	3	73,033.02	2,798.20	34.9775	6,086.09	52.4663
	4	76,683.89	2,938.08	36.7260	6,390.32	55.0890
	5	80,519.02	3,085.02	38.5627	6,709.92	57.8441
	6	84,544.69	3,239.26	40.4908	7,045.39	60.7362
	7	88,771.32	3,401.20	42.5150	7,397.61	63.7725
	8	93,210.93	3,571.30	44.6412	7,767.58	66.9618

**Employees receive step raise annually until top pay is achieved at 6 year's service.**

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2016 through June 30, 2017

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>01</b>	3	25,811.86	988.96	12.3620	2,150.99	18.5430
	4	27,102.24	1,038.40	12.9800	2,258.52	19.4700
	5	28,457.87	1,090.34	13.6292	2,371.49	20.4438
	6	29,880.85	1,144.86	14.3107	2,490.07	21.4661
	7	31,374.55	1,202.09	15.0261	2,614.55	22.5392
	8	32,943.42	1,262.20	15.7775	2,745.29	23.6663
<b>02</b>	3	26,783.82	1,026.20	12.8275	2,231.99	19.2413
	4	28,123.01	1,077.51	13.4689	2,343.58	20.2034
	5	29,529.02	1,131.38	14.1423	2,460.75	21.2135
	6	31,006.28	1,187.98	14.8497	2,583.86	22.2746
	7	32,555.57	1,247.34	15.5917	2,712.96	23.3876
	8	34,183.95	1,309.73	16.3716	2,848.66	24.5574
<b>03</b>	3	27,953.88	1,071.03	13.3879	2,329.49	20.0819
	4	29,351.54	1,124.58	14.0572	2,445.96	21.0858
	5	30,818.88	1,180.80	14.7600	2,568.24	22.1400
	6	32,360.35	1,239.86	15.4983	2,696.70	23.2475
	7	33,978.29	1,301.85	16.2731	2,831.52	24.4097
	8	35,677.13	1,366.94	17.0867	2,973.09	25.6301
<b>04</b>	3	29,065.48	1,113.62	13.9203	2,422.12	20.8805
	4	30,518.73	1,169.30	14.6162	2,543.23	21.9243
	5	32,044.80	1,227.77	15.3471	2,670.40	23.0207
	6	33,647.34	1,289.17	16.1146	2,803.95	24.1719
	7	35,330.53	1,353.66	16.9207	2,944.21	25.3811
	8	37,096.71	1,421.33	17.7666	3,091.39	26.6499
<b>05</b>	3	30,228.76	1,158.19	14.4774	2,519.06	21.7161
	4	31,740.21	1,216.10	15.2013	2,645.02	22.8020
	5	33,327.35	1,276.91	15.9614	2,777.28	23.9421
	6	34,993.58	1,340.75	16.7594	2,916.13	25.1391
	7	36,743.06	1,407.78	17.5973	3,061.92	26.3960
	8	38,580.24	1,478.17	18.4771	3,215.02	27.7157
<b>06</b>	3	31,424.40	1,204.00	15.0500	2,618.70	22.5750
	4	32,996.66	1,264.24	15.8030	2,749.72	23.7045
	5	34,645.14	1,327.40	16.5925	2,887.10	24.8888
	6	36,377.40	1,393.77	17.4221	3,031.45	26.1332
	7	38,196.31	1,463.46	18.2933	3,183.03	27.4400
	8	40,105.78	1,536.62	19.2078	3,342.15	28.8117

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2016 through June 30, 2017

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>07</b>	3	32,676.68	1,251.98	15.6497	2,723.06	23.4746
	4	34,310.54	1,314.58	16.4322	2,859.21	24.6483
	5	36,025.57	1,380.29	17.2536	3,002.13	25.8804
	6	37,826.73	1,449.30	18.1162	3,152.23	27.1743
	7	39,718.46	1,521.78	19.0222	3,309.87	28.5333
	8	41,704.41	1,597.87	19.9734	3,475.37	29.9601
<b>08</b>	3	33,979.85	1,301.91	16.2739	2,831.65	24.4109
	4	35,678.96	1,367.01	17.0876	2,973.25	25.6314
	5	37,462.64	1,435.35	17.9419	3,121.89	26.9129
	6	39,335.83	1,507.12	18.8390	3,277.99	28.2585
	7	41,302.99	1,582.49	19.7811	3,441.92	29.6717
	8	43,368.02	1,661.61	20.7701	3,614.00	31.1552
<b>09</b>	3	35,372.03	1,355.25	16.9406	2,947.67	25.4109
	4	37,140.30	1,423.00	17.7875	3,095.03	26.6813
	5	38,998.10	1,494.18	18.6772	3,249.84	28.0158
	6	40,947.25	1,568.86	19.6108	3,412.27	29.4162
	7	42,994.79	1,647.31	20.5914	3,582.90	30.8871
	8	45,143.87	1,729.65	21.6206	3,761.99	32.4309
<b>10</b>	3	36,762.89	1,408.54	17.6067	3,063.57	26.4101
	4	38,600.60	1,478.95	18.4869	3,216.72	27.7304
	5	40,530.69	1,552.90	19.4112	3,377.56	29.1168
	6	42,557.62	1,630.56	20.3820	3,546.47	30.5730
	7	44,685.55	1,712.09	21.4011	3,723.80	32.1017
	8	46,919.97	1,797.70	22.4712	3,910.00	33.7068
<b>11</b>	3	38,262.60	1,466.00	18.3250	3,188.55	27.4875
	4	40,175.73	1,539.30	19.2413	3,347.98	28.8620
	5	42,184.39	1,616.26	20.2033	3,515.37	30.3050
	6	44,294.31	1,697.10	21.2138	3,691.19	31.8207
	7	46,507.85	1,781.91	22.2739	3,875.65	33.4109
	8	48,834.14	1,871.04	23.3880	4,069.51	35.0820
<b>12</b>	3	39,757.87	1,523.29	19.0411	3,313.16	28.5617
	4	41,745.65	1,599.45	19.9931	3,478.80	29.9897
	5	43,832.60	1,679.41	20.9926	3,652.72	31.4889
	6	46,024.22	1,763.38	22.0423	3,835.35	33.0635
	7	48,325.72	1,851.56	23.1445	4,027.14	34.7168
	8	50,742.05	1,944.14	24.3018	4,228.50	36.4527

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2016 through June 30, 2017

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>13</b>	3	41,402.43	1,586.30	19.8288	3,450.20	29.7432
	4	43,472.42	1,665.61	20.8201	3,622.70	31.2302
	5	45,646.29	1,748.90	21.8613	3,803.86	32.7920
	6	47,928.47	1,836.34	22.9542	3,994.04	34.4313
	7	50,324.72	1,928.15	24.1019	4,193.73	36.1529
	8	52,841.02	2,024.56	25.3070	4,403.42	37.9605
<b>14</b>	3	43,015.41	1,648.10	20.6012	3,584.62	30.9018
	4	45,166.57	1,730.52	21.6315	3,763.88	32.4473
	5	47,425.27	1,817.06	22.7133	3,952.11	34.0700
	6	49,796.45	1,907.91	23.8489	4,149.70	35.7734
	7	52,286.13	2,003.30	25.0412	4,357.18	37.5618
	8	54,900.31	2,103.46	26.2932	4,575.03	39.4398
<b>15</b>	3	44,677.20	1,711.77	21.3971	3,723.10	32.0957
	4	46,911.10	1,797.36	22.4670	3,909.26	33.7005
	5	49,257.23	1,887.25	23.5906	4,104.77	35.3859
	6	51,720.02	1,981.61	24.7701	4,310.00	37.1552
	7	54,306.01	2,080.69	26.0086	4,525.50	39.0129
	8	57,020.67	2,184.70	27.3087	4,751.72	40.9631
<b>16</b>	3	46,534.73	1,782.94	22.2867	3,877.89	33.4301
	4	48,862.07	1,872.11	23.4014	4,071.84	35.1021
	5	51,304.77	1,965.70	24.5712	4,275.40	36.8568
	6	53,869.88	2,063.98	25.7998	4,489.16	38.6997
	7	56,563.66	2,167.19	27.0899	4,713.64	40.6349
	8	59,391.59	2,275.54	28.4442	4,949.30	42.6663
<b>17</b>	3	48,375.57	1,853.47	23.1684	4,031.30	34.7526
	4	50,794.25	1,946.14	24.3268	4,232.85	36.4902
	5	53,334.57	2,043.47	25.5434	4,444.55	38.3151
	6	56,001.20	2,145.64	26.8205	4,666.77	40.2308
	7	58,801.73	2,252.94	28.1617	4,900.14	42.2426
	8	61,741.64	2,365.58	29.5697	5,145.14	44.3546
<b>18</b>	3	50,268.08	1,925.98	24.0748	4,189.01	36.1122
	4	52,781.51	2,022.28	25.2785	4,398.46	37.9178
	5	55,420.22	2,123.38	26.5423	4,618.35	39.8135
	6	58,192.30	2,229.59	27.8699	4,849.36	41.8049
	7	61,101.14	2,341.04	29.2630	5,091.76	43.8945
	8	64,156.41	2,458.10	30.7262	5,346.37	46.0893

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2016 through June 30, 2017

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>19</b>	3	52,322.41	2,004.69	25.0586	4,360.20	37.5879
	4	54,938.67	2,104.93	26.3116	4,578.22	39.4674
	5	57,685.70	2,210.18	27.6273	4,807.14	41.4410
	6	60,569.23	2,320.66	29.0082	5,047.44	43.5123
	7	63,597.61	2,436.69	30.4586	5,299.80	45.6879
	8	66,777.89	2,558.54	31.9817	5,564.82	47.9726
<b>20</b>	3	54,376.48	2,083.39	26.0424	4,531.37	39.0636
	4	57,095.06	2,187.55	27.3444	4,757.92	41.0166
	5	59,950.13	2,296.94	28.7118	4,995.84	43.0677
	6	62,947.46	2,411.78	30.1473	5,245.62	45.2210
	7	66,095.12	2,532.38	31.6547	5,507.93	47.4821
	8	69,399.12	2,658.97	33.2371	5,783.26	49.8557
<b>21</b>	3	56,630.21	2,169.74	27.1218	4,719.18	40.6827
	4	59,462.06	2,278.24	28.4780	4,955.17	42.7170
	5	62,434.59	2,392.13	29.9016	5,202.88	44.8524
	6	65,557.46	2,511.78	31.3973	5,463.12	47.0960
	7	68,834.57	2,637.34	32.9668	5,736.21	49.4502
	8	72,276.38	2,769.21	34.6151	6,023.03	51.9227
<b>22</b>	3	58,845.84	2,254.63	28.1829	4,903.82	42.2744
	4	61,788.10	2,367.36	29.5920	5,149.01	44.3880
	5	64,878.08	2,485.75	31.0719	5,406.51	46.6079
	6	68,122.31	2,610.05	32.6256	5,676.86	48.9384
	7	71,527.57	2,740.52	34.2565	5,960.63	51.3848
	8	75,104.06	2,877.55	35.9694	6,258.67	53.9541
<b>23</b>	3	61,152.30	2,343.00	29.2875	5,096.03	43.9313
	4	64,210.18	2,460.16	30.7520	5,350.85	46.1280
	5	67,420.74	2,583.17	32.2896	5,618.40	48.4344
	6	70,792.07	2,712.34	33.9042	5,899.34	50.8563
	7	74,331.76	2,847.96	35.5995	6,194.31	53.3993
	8	78,047.87	2,990.34	37.3793	6,503.99	56.0690
<b>24</b>	3	63,625.54	2,437.76	30.4720	5,302.13	45.7080
	4	66,807.13	2,559.66	31.9958	5,567.26	47.9937
	5	70,146.88	2,687.62	33.5953	5,845.57	50.3930
	6	73,654.46	2,822.01	35.2751	6,137.87	52.9127
	7	77,337.43	2,963.12	37.0390	6,444.79	55.5585
	8	81,204.41	3,111.28	38.8910	6,767.03	58.3365



**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2016 through June 30, 2017

GRADE	STEP	ANNUAL	BI-WEEKLY	HOURLY	MONTHLY	OVERTIME
<b>25</b>	3	66,212.05	2,536.86	31.7108	5,517.67	47.5662
	4	69,522.83	2,663.71	33.2964	5,793.57	49.9446
	5	72,998.31	2,796.87	34.9609	6,083.19	52.4414
	6	76,648.91	2,936.74	36.7092	6,387.41	55.0638
	7	80,480.92	3,083.56	38.5445	6,706.74	57.8168
	8	84,505.28	3,237.75	40.4719	7,042.11	60.7079
<b>26</b>	3	68,849.19	2,637.90	32.9738	5,737.43	49.4607
	4	72,292.30	2,769.82	34.6227	6,024.36	51.9341
	5	75,907.41	2,908.33	36.3541	6,325.62	54.5312
	6	79,702.61	3,053.74	38.1717	6,641.88	57.2576
	7	83,687.04	3,206.40	40.0800	6,973.92	60.1200
	8	87,872.18	3,366.75	42.0844	7,322.68	63.1266
<b>27</b>	3	71,631.19	2,744.49	34.3061	5,969.27	51.4592
	4	75,212.63	2,881.71	36.0214	6,267.72	54.0321
	5	78,974.16	3,025.83	37.8229	6,581.18	56.7344
	6	82,922.31	3,177.10	39.7137	6,910.19	59.5706
	7	87,068.82	3,335.97	41.6996	7,255.74	62.5494
	8	91,422.04	3,502.76	43.7845	7,618.50	65.6768
<b>28</b>	3	74,493.84	2,854.17	35.6771	6,207.82	53.5157
	4	78,217.52	2,996.84	37.4605	6,518.13	56.1908
	5	82,129.39	3,146.72	39.3340	6,844.12	59.0010
	6	86,235.71	3,304.05	41.3006	7,186.31	61.9509
	7	90,546.64	3,469.22	43.3653	7,545.55	65.0480
	8	95,074.99	3,642.72	45.5340	7,922.92	68.3010

**Employees receive step raise annually until top pay is achieved at 6 year's service.**

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2017 through June 30, 2018

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>01</b>	3	26,328.11	1,008.74	12.6092	2,194.01	18.9138
	4	27,644.34	1,059.17	13.2396	2,303.70	19.8594
	5	29,026.85	1,112.14	13.9018	2,418.90	20.8527
	6	30,478.28	1,167.75	14.5969	2,539.86	21.8954
	7	32,001.99	1,226.13	15.3266	2,666.83	22.9899
	8	33,602.45	1,287.45	16.0931	2,800.20	24.1397
<b>02</b>	3	27,319.65	1,046.73	13.0841	2,276.64	19.6262
	4	28,685.47	1,099.06	13.7383	2,390.46	20.6075
	5	30,119.66	1,154.01	14.4251	2,509.97	21.6377
	6	31,626.41	1,211.74	15.1467	2,635.53	22.7201
	7	33,206.51	1,272.28	15.9035	2,767.21	23.8553
	8	34,867.51	1,335.92	16.6990	2,905.63	25.0485
<b>03</b>	3	28,513.21	1,092.46	13.6557	2,376.10	20.4836
	4	29,938.27	1,147.06	14.3383	2,494.86	21.5075
	5	31,435.36	1,204.42	15.0552	2,619.61	22.5828
	6	33,007.63	1,264.66	15.8083	2,750.64	23.7125
	7	34,657.93	1,327.89	16.5986	2,888.16	24.8979
	8	36,390.45	1,394.27	17.4284	3,032.54	26.1426
<b>04</b>	3	29,646.99	1,135.90	14.1987	2,470.58	21.2981
	4	31,128.95	1,192.68	14.9085	2,594.08	22.3628
	5	32,685.55	1,252.32	15.6540	2,723.80	23.4810
	6	34,320.20	1,314.95	16.4369	2,860.02	24.6554
	7	36,037.05	1,380.73	17.2591	3,003.09	25.8887
	8	37,838.48	1,449.75	18.1219	3,153.21	27.1829
<b>05</b>	3	30,833.24	1,181.35	14.7669	2,569.44	22.1504
	4	32,374.96	1,240.42	15.5053	2,697.91	23.2580
	5	33,993.95	1,302.45	16.2806	2,832.83	24.4209
	6	35,693.58	1,367.57	17.0946	2,974.47	25.6419
	7	37,478.03	1,435.94	17.9492	3,123.17	26.9238
	8	39,351.75	1,507.73	18.8466	3,279.31	28.2699
<b>06</b>	3	32,052.89	1,228.08	15.3510	2,671.07	23.0265
	4	33,656.73	1,289.53	16.1191	2,804.73	24.1787
	5	35,338.10	1,353.95	16.9244	2,944.84	25.3866
	6	37,104.80	1,421.64	17.7705	3,092.07	26.6558
	7	38,960.51	1,492.74	18.6592	3,246.71	27.9888
	8	40,908.10	1,567.36	19.5920	3,409.01	29.3880

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2017 through June 30, 2018

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>07</b>	3	33,330.22	1,277.02	15.9627	2,777.52	23.9441
	4	34,996.45	1,340.86	16.7608	2,916.37	25.1412
	5	36,746.19	1,407.90	17.5987	3,062.18	26.3981
	6	38,583.11	1,478.28	18.4785	3,215.26	27.7178
	7	40,512.68	1,552.21	19.4026	3,376.06	29.1039
	8	42,538.56	1,629.83	20.3729	3,544.88	30.5594
<b>08</b>	3	34,659.50	1,327.95	16.5994	2,888.29	24.8991
	4	36,392.54	1,394.35	17.4294	3,032.71	26.1441
	5	38,211.97	1,464.06	18.3007	3,184.33	27.4511
	6	40,122.49	1,537.26	19.2158	3,343.54	28.8237
	7	42,129.05	1,614.14	20.1767	3,510.75	30.2651
	8	44,235.32	1,694.84	21.1855	3,686.28	31.7783
<b>09</b>	3	36,079.34	1,382.35	17.2794	3,006.61	25.9191
	4	37,883.11	1,451.46	18.1433	3,156.93	27.2150
	5	39,777.97	1,524.06	19.0507	3,314.83	28.5761
	6	41,766.26	1,600.24	20.0030	3,480.52	30.0045
	7	43,854.79	1,680.26	21.0032	3,654.57	31.5048
	8	46,046.66	1,764.24	22.0530	3,837.22	33.0795
<b>10</b>	3	37,497.87	1,436.70	17.9588	3,124.82	26.9382
	4	39,372.63	1,508.53	18.8566	3,281.05	28.2849
	5	41,341.10	1,583.95	19.7994	3,445.09	29.6991
	6	43,408.74	1,663.17	20.7896	3,617.40	31.1844
	7	45,579.21	1,746.33	21.8291	3,798.27	32.7437
	8	47,858.27	1,833.65	22.9206	3,988.19	34.3809
<b>11</b>	3	39,027.85	1,495.32	18.6915	3,252.32	28.0373
	4	40,979.35	1,570.09	19.6261	3,414.95	29.4392
	5	43,028.20	1,648.59	20.6074	3,585.68	30.9111
	6	45,180.41	1,731.05	21.6381	3,765.03	32.4572
	7	47,438.06	1,817.55	22.7194	3,953.17	34.0791
	8	49,810.81	1,908.46	23.8558	4,150.90	35.7837
<b>12</b>	3	40,552.88	1,553.75	19.4219	3,379.41	29.1329
	4	42,580.58	1,631.44	20.3930	3,548.38	30.5895
	5	44,709.30	1,713.00	21.4125	3,725.78	32.1188
	6	46,944.77	1,798.65	22.4831	3,912.06	33.7247
	7	49,292.20	1,888.59	23.6074	4,107.68	35.4111
	8	51,756.82	1,983.02	24.7878	4,313.07	37.1817

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2017 through June 30, 2018

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>13</b>	3	42,230.58	1,618.03	20.2254	3,519.22	30.3381
	4	44,341.81	1,698.92	21.2365	3,695.15	31.8548
	5	46,559.27	1,783.88	22.2985	3,879.94	33.4478
	6	48,886.87	1,873.06	23.4133	4,073.91	35.1200
	7	51,331.13	1,966.71	24.5839	4,277.59	36.8759
	8	53,897.81	2,065.05	25.8131	4,491.48	38.7197
<b>14</b>	3	43,875.67	1,681.06	21.0132	3,656.31	31.5198
	4	46,069.89	1,765.13	22.0641	3,839.16	33.0962
	5	48,374.00	1,853.41	23.1676	4,031.17	34.7514
	6	50,792.43	1,946.07	24.3259	4,232.70	36.4889
	7	53,331.70	2,043.36	25.5420	4,444.31	38.3130
	8	55,998.33	2,145.53	26.8191	4,666.53	40.2287
<b>15</b>	3	45,570.60	1,746.00	21.8250	3,797.55	32.7375
	4	47,849.13	1,833.30	22.9163	3,987.43	34.3745
	5	50,242.24	1,924.99	24.0624	4,186.85	36.0936
	6	52,754.36	2,021.24	25.2655	4,396.20	37.8983
	7	55,392.03	2,122.30	26.5288	4,616.00	39.7932
	8	58,160.98	2,228.39	27.8549	4,846.75	41.7824
<b>16</b>	3	47,465.20	1,818.59	22.7324	3,955.43	34.0986
	4	49,839.26	1,909.55	23.8694	4,153.27	35.8041
	5	52,330.76	2,005.01	25.0626	4,360.90	37.5939
	6	54,947.29	2,105.26	26.3158	4,578.94	39.4737
	7	57,695.09	2,210.54	27.6317	4,807.92	41.4476
	8	60,579.41	2,321.05	29.0131	5,048.28	43.5197
<b>17</b>	3	49,343.09	1,890.54	23.6318	4,111.92	35.4477
	4	51,810.07	1,985.06	24.8133	4,317.51	37.2200
	5	54,401.27	2,084.34	26.0543	4,533.44	39.0815
	6	57,121.16	2,188.55	27.3569	4,760.10	41.0354
	7	59,977.54	2,297.99	28.7249	4,998.13	43.0874
	8	62,976.43	2,412.89	30.1611	5,248.04	45.2417
<b>18</b>	3	51,273.45	1,964.50	24.5563	4,272.79	36.8345
	4	53,837.25	2,062.73	25.7841	4,486.44	38.6762
	5	56,528.69	2,165.85	27.0731	4,710.72	40.6097
	6	59,356.10	2,274.18	28.4273	4,946.34	42.6410
	7	62,323.15	2,387.86	29.8483	5,193.60	44.7725
	8	65,439.49	2,507.26	31.3407	5,453.29	47.0111

**CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2017 through June 30, 2018

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>19</b>	3	53,368.76	2,044.78	25.5598	4,447.40	38.3397
	4	56,037.22	2,147.02	26.8378	4,669.77	40.2567
	5	58,839.32	2,254.38	28.1798	4,903.28	42.2697
	6	61,780.53	2,367.07	29.5884	5,148.38	44.3826
	7	64,869.46	2,485.42	31.0678	5,405.79	46.6017
	8	68,113.17	2,609.70	32.6213	5,676.10	48.9320
<b>20</b>	3	55,464.07	2,125.06	26.5632	4,622.01	39.8448
	4	58,236.93	2,231.30	27.8913	4,853.08	41.8370
	5	61,149.17	2,342.88	29.2860	5,095.76	43.9290
	6	64,206.52	2,460.02	30.7502	5,350.54	46.1253
	7	67,416.82	2,583.02	32.2878	5,618.07	48.4317
	8	70,786.85	2,712.14	33.9018	5,898.90	50.8527
<b>21</b>	3	57,762.95	2,213.14	27.6642	4,813.58	41.4963
	4	60,651.44	2,323.81	29.0476	5,054.29	43.5714
	5	63,683.22	2,439.97	30.4996	5,306.94	45.7494
	6	66,868.72	2,562.02	32.0252	5,572.39	48.0378
	7	70,211.35	2,690.09	33.6261	5,850.95	50.4392
	8	73,721.80	2,824.59	35.3074	6,143.48	52.9611
<b>22</b>	3	60,022.95	2,299.73	28.7466	5,001.91	43.1199
	4	63,023.67	2,414.70	30.1838	5,251.97	45.2757
	5	66,175.51	2,535.46	31.6933	5,514.63	47.5400
	6	69,484.73	2,662.25	33.2781	5,790.39	49.9172
	7	72,958.11	2,795.33	34.9416	6,079.84	52.4124
	8	76,606.11	2,935.10	36.6888	6,383.84	55.0332
<b>23</b>	3	62,375.35	2,389.86	29.8733	5,197.95	44.8100
	4	65,494.30	2,509.36	31.3670	5,457.86	47.0505
	5	68,769.06	2,634.83	32.9354	5,730.76	49.4031
	6	72,207.74	2,766.58	34.5823	6,017.31	51.8735
	7	75,818.41	2,904.92	36.3115	6,318.20	54.4673
	8	79,608.92	3,050.15	38.1269	6,634.08	57.1904
<b>24</b>	3	64,897.91	2,486.51	31.0814	5,408.16	46.6221
	4	68,143.45	2,610.86	32.6357	5,678.62	48.9536
	5	71,550.02	2,741.38	34.2672	5,962.50	51.4008
	6	75,127.55	2,878.45	35.9806	6,260.63	53.9709
	7	78,884.12	3,022.38	37.7798	6,573.68	56.6697
	8	82,828.35	3,173.50	39.6688	6,902.36	59.5032

# **CWA CLERICAL/TECHNICAL PAY SCALE**

Effective July 1, 2017 through June 30, 2018

<b>GRADE</b>	<b>STEP</b>	<b>ANNUAL</b>	<b>BI-WEEKLY</b>	<b>HOURLY</b>	<b>MONTHLY</b>	<b>OVERTIME</b>
<b>25</b>	3	67,536.36	2,587.60	32.3450	5,628.03	48.5175
	4	70,913.18	2,716.98	33.9623	5,909.43	50.9435
	5	74,458.34	2,852.81	35.6601	6,204.86	53.4902
	6	78,181.77	2,995.47	37.4434	6,515.15	56.1651
	7	82,090.50	3,145.23	39.3154	6,840.88	58.9731
	8	86,195.25	3,302.50	41.2813	7,182.94	61.9220
<b>26</b>	3	70,226.23	2,690.66	33.6333	5,852.19	50.4500
	4	73,738.24	2,825.22	35.3152	6,144.85	52.9728
	5	77,425.65	2,966.50	37.0812	6,452.14	55.6218
	6	81,296.54	3,114.81	38.9351	6,774.71	58.4027
	7	85,360.83	3,270.53	40.8816	7,113.40	61.3224
	8	89,629.75	3,434.09	42.9261	7,469.15	64.3892
<b>27</b>	3	73,063.82	2,799.38	34.9922	6,088.65	52.4883
	4	76,716.77	2,939.34	36.7418	6,393.06	55.1127
	5	80,553.74	3,086.35	38.5794	6,712.81	57.8691
	6	84,580.70	3,240.64	40.5080	7,048.39	60.7620
	7	88,810.21	3,402.69	42.5336	7,400.85	63.8004
	8	93,250.60	3,572.82	44.6602	7,770.88	66.9903
<b>28</b>	3	75,983.63	2,911.25	36.3906	6,331.97	54.5859
	4	79,781.96	3,056.78	38.2097	6,648.50	57.3146
	5	83,772.13	3,209.66	40.1207	6,981.01	60.1811
	6	87,960.39	3,370.13	42.1266	7,330.03	63.1899
	7	92,357.72	3,538.61	44.2326	7,696.48	66.3489
	8	96,976.64	3,715.58	46.4447	8,081.39	69.6671

**Employees receive step raise annually until top pay is acheived at 6 year's service.**

<b>City of Council Bluffs</b>	
<b>MEDICAL BENEFIT OVERVIEW</b>	
<b>Wellmark / IGHCP group #000036783-0090</b>	
<b>Alliance Select</b>	
<i>Benefit</i>	<i>IGHCP/Wellmark BC/BS of Iowa</i>
Employee Annual Deductible - Single / Family	\$100 / \$300
Primary Plan Annual Deductible - Single / Family	\$2,500 / \$5,000
Employee Out of Pocket Max - Single / Family	\$1,250 / \$2,500
Primary Plan Out of Pocket Max - Single / Family	\$5,000 / \$10,000
Employee Coinsurance	In Network:90% / Out of Network:80%
Primary Plan Coinsurance	In Network:70% / Out of Network:60%
Physician Office Services	In Network: \$15 copay / Out of Network: \$30 copay
Lifetime Maximum	Unlimited
Adult Well Care (See Preventative Services Info.)	\$0
Well Child Care (See Preventative Services Info.)	\$0
Smoking Cessation Consultation	\$0
<i>Following Services Shown</i>	<i>In / Out of Network (After deductible)</i>
Hospital - Inpatient or Outpatient	90% / 80%
Physician Hospital Services	90% / 80%
Emergency Room	\$100 Copay Plus 90% / 80%
Diagnostic X-Ray/Laboratory	90% / 80%
Maternity	90% / 80%
Nursing Facility Services / Home Health Care / Durable Medical Equipment	80% / 80%
Hospice (15 day lifetime maximum)	80% / 80%
Ambulance Services	80% / 80%
Mental Health/Substance Abuse - Inpatient	90% / 80%
Routine Adult Well Care Outpatient Hospital Services	90% / 80%
Prescription Drugs -	
Tier 1 - Generics	\$0 copay
Tier 2 - Brand Name (Formulary)	\$15 copay
Tier 3 - Brand Name (Non Formulary)	\$30 copay
Tier 4 - Specialty	\$85 copay
Prescription Drugs - Mail Order/90 day supply	2 copays

***This is a summary of benefits. Please refer to the Plan Document for benefit details.***

**Plan Information:**

Medical/Rx, Dental and Optical coverage is offered by the Iowa Governmental Health Plan (IGHCP) and is administered by Employee Benefit Systems (EBS). The health plan consists of a partially City-funded plan combined with a fully insured high-deductible plan through Wellmark Blue Cross/Blue Shield. Summary Plan documents for IGHCP and Wellmark and other insurance information is available on the City's website: [www.councilbluffs-ia.gov](http://www.councilbluffs-ia.gov).

## CITY OF COUNCIL BLUFFS

## DENTAL BENEFIT OVERVIEW

	<b><i>IGHCP Delta Dental Plan of Iowa</i></b>
<b>Deductible - <i>Single / Family</i></b>	\$50 / \$150
<b>Benefit Period Maximum</b>	\$1,250
<b>Orthodontic Lifetime Maximum</b>	\$1,250
<b>Diagnostic &amp; Preventative Services</b>	100%, Deductible waived
<b>Routine &amp; Restorative Services</b>	80%, Deductible applies
<b>Endodontic Services</b>	80%, Deductible applies
<b>Periodontal Services</b>	
Coinsurance (Non Surgical & Maintenance)	80%, Deductible applies
Coinsurance (Surgical)	80%, Deductible applies
<b>High Cost Restorations</b>	50%, Deductible applies
<b>Dentures &amp; Bridges</b>	50%, Deductible applies
<b>Orthodontia Services (under age 19 only)</b>	50%, Deductible applies

\* This is a general description of coverage. Actual coverage is subject to terms and conditions specified in the certificate of coverage and enrollment regulations in force when the certificate becomes effective. Certain exclusions and limitations apply.



## SELF-FUNDED VISION PLAN EFFECTIVE 7-1-2011

<p style="text-align: center;"><b>CITY OF COUNCIL BLUFFS</b></p> <p style="text-align: center;"><b>VISION BENEFIT</b></p> <p style="text-align: center;">For Non-Union, CWA and AFSCME employees</p>	
Exam (Every 12 months)	\$10 co-pay
Standard Lens - Single (1)	Plan pays up to \$75
Standard Lens - Bifocal (1)	Plan pays up to \$85
Standard Lens -Trifocal (1)	Plan pays up to \$95
Standard Lens - Lenticular (1)	Plan pays up to \$125
Lens - Progressive (1)	Plan pays up to \$125
Lens-Specialty (1)	Plan pays up to \$95
Frames (Every 24 months)	Plan pays up to \$150 retail value (2)
Contacts (Every 12 months)	\$130 Allowance for materials & services (2)
Lasik Surgery	N/A
<p><i>This is a general description of coverage, certain exclusions and limitations apply. Member is responsible for any charges above the allowed amount.</i></p> <p><i>(1) Additions such as: tinting, scratch resistance, non glare, etc. not covered</i></p> <p><i>(2) Member can use benefits for EITHER glasses or contact lens annually (not both in a benefit period)</i></p>	

## APPENDIX H

### AFFIDAVIT OF DOMESTIC PARTNERSHIP

STATE OF IOWA                    )  
  ) ss:  
COUNTY OF \_\_\_\_\_ )

The undersigned states the following facts are true and correct:

1. We are each other's sole domestic partner and intend to remain so indefinitely and we are not married.

2. We are at least eighteen (18) years of age, not related by blood closer than would bar marriage in the State of Iowa, and mentally competent to consent to this declaration.

3. We reside together in the same residence.

4. We share a committed and mutually dependent relationship with each other that is similar to that of a married couple, but we have chosen not to marry.

5. Our relationship meets at least two of the following four conditions (please check those that apply, A-D):

\_\_\_ A. We have common or joint ownership of a residence (home, condominium, or mobile home) or a lease for a residence identifying both partners as tenants.

\_\_\_ B. We have at least two of the following (check which two apply):

- \_\_\_ 1) Joint ownership of a motor vehicle
- \_\_\_ 2) Joint checking account
- \_\_\_ 3) Joint credit account
- \_\_\_ 4) Durable power of attorney for health care or financial management.

\_\_\_ C. The Domestic Partner has been designated as the primary beneficiary for at least one of the following (please check which one applies):

- \_\_\_ 1) Employee's life insurance
- \_\_\_ 2) Employee's will
- \_\_\_ 3) Employee's retirement contract

\_\_\_ D. A "relationship contract" has been executed which obligates each of the parties to provide support for the other party and provides, in the event of the termination of the relationship, for a substantially equal division of any property acquired during the relationship.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

Subscribed and sworn to before me by \_\_\_\_\_, on this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Notary Public – State of Iowa**

**My commission expires on:** \_\_\_\_\_

\_\_\_\_\_  
**Domestic Partner**

\_\_\_\_\_  
**Date**

Subscribed and sworn to before me by \_\_\_\_\_, on this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Notary Public – State of Iowa**

**My commission expires on:** \_\_\_\_\_